

WISCONSIN ARMY NATIONAL GUARD
ARMY ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

JFHQ-WI, J1 STAFFING – AGR
2400 WRIGHT ST RM 228
MADISON, WI 53704-2572

ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil

VACANCY ANNOUNCEMENT NUMBER: 19-56ARNG

OPEN DATE: 23 January 2019

CLOSING DATE: 30 January 2019

POSITION TITLE: Co A RSP Det NCOIC / Recruiting & Retention Section Chief

MOS: 79T5O

POSITION GRADE: E8

GRADES AUTHORIZED TO APPLY: E8

DUTY LOCATION: Recruiting & Retention BN, La Crosse, WI

AREAS OF CONSIDERATION: Open to WIARNG on board AGRs only; MUST hold the advertised MOS

DUTIES AND RESPONSIBILITIES:

Serves as a Detachment NCOIC and RSP Detachment 1SG; leads operations of a Recruit Sustainment Detachment; oversees accountability, pay, administration, logistics, training, and support for all RSP warriors and cadre; sets the tone for company attendance and ship rate; leads a team of recruiting and retention NCO's on a day to day basis, providing direction and guidance for recruiting programs; identifies challenges and solutions for issues affecting strength; reviews all field enlistments and waiver packets; monitors recruiters time management plans, high school programs, sales interviews and techniques, presentations and briefings; develops a yearly team training program.

Positions of Significant Trust and Requirements: ALARACT 188/2014, HQDA EXORD 193-14

Screening of Sexual Harassment/Assault Response and Prevention Program Personnel and Others in Identified Positions of Significant Trust

- Must not have a Type I or Type II Offense (See HQDA EXORD 193-14, Annex B)
- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- Must not be listed on the National Sex Offender Public Website
- Must receive favorable results after completing a DD Form 369
- Must complete and provide a Behavioral Health Interview (DA Form 3822) to local RRBN CDR
- Must have favorable results from:
 - Department of Army Inspector General (DAIG)
 - Criminal Investigation Division (CID)
 - Office of Military Personnel File Review
 - Army Substance Abuse Program

NOTE: Applicants applying for POST positions must meet all the requirements listed prior to becoming eligible for acceptance into the AGR program. After State Level Checks have come back favorable, applicants can be hired in a temporary ADOS status until NGB Level Checks come back favorable.

HOW TO APPLY

All applicants must submit a complete application packet to J1 to be considered for an AGR position.

- ☐ COVER LETTER that includes: name, rank, Job Announcement Number, Position Title, duty status (traditional, technician, AGR, etc.) for which you are applying, and contact information (i.e. Phone numbers and an e-mail address). **Required for all applications.**
- ☐ NGB FORM 34-1 (Application for AGR Position) dated 11 November 2013 (**must be provided even if already AGR; must be signed and dated**). Manually signed copy accepted. Digital signature may fall off when combining PDF files. Double check prior to sending packet.
- ☐ DMA FORM 181-E (Race and National Origin Identification) dated OCT 2006
- ☐ Last three NCOERs for all E-5 and above; *Can be obtained from your Readiness NCO, Battalion S1, or iPerms.* For new E5s and below recommend letters of recommendation.
- ☐ DA FORM 2166-9-2 (NCOER) 3 most current NCOERs for E-5 and above; For new E5s and below recommend letters of recommendation or WING Form 2166-8 (Specialist/Corporal Promotion Evaluation Report)
- ☐ ENLISTED RECORD BRIEF (ERB)
- ☐ HEIGHT/WEIGHT VERIFICATION MEMORANDUM (Within 6 months; Memo, DA Form 5500 or 5501 acceptable; must be separate from the DA Form 705)
- ☐ DA FORM 705 (Army Physical Fitness Test Scorecard; Must be a valid, record passing APFT with 6 months)
- ☐ INDIVIDUAL MEDICAL READINESS (**IMR**) REPORT from MEDPROS
- ☐ APPROVED STABILIZATION ETP MEMORANDUM (If within 18 months of initial WIARNG AGR tour or 12 months of EPS reassignment)

1. E-mail **SCANNED** application to: ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil An email will be sent to confirm receipt of application. **Emails verifying receipt are not automatic.** Feel free to call Comm (608) 242-3720 DSN 724-3720 to verify receipt of your packet. Scan file in as 1 PDF. Contact your unit to assist if needed.

2. Applications can also be mailed at applicant's own expense (next day mail suggested) to: Joint Force Headquarters Wisconsin, ATTN: **WIJS-J1-AGR (AGR Army Staffing)**, 2400 Wright Street, Madison, WI 53704-2572. Do not submit application packets in three-ring binders, 2 sided, on card stock, or staple pages together. Must be received prior to closing date or it will be disqualified (do not mail out the last day job announcement is open!) Individuals may call 608-242-3720 before job-closing date to ensure the application was received.

3. J1 will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure that application is complete and all required documents are correct and included. If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

4. Interested soldiers must inform their chain of command.

5. If selected and soldier does not possess MOS, retraining must be accomplished within 12 months of appointment.

6. Questions regarding this announcement may be referred to AGR Army Staffing, Comm (608) 242-3720 DSN 724-3720 or e-mail ng.wi.wiarng.mbx.jl-internet-feedback@mail.mil